

**BUS DRIVER  
(PARATRANSIT)  
242**

**DEPARTMENT:** Community Services/Transit

**NATURE OF WORK:**

Performs responsible work in the operation of a County vehicle to transport elderly and handicapped passengers who are unable to ride the fixed-route bus.

Work involves providing passengers with safe and efficient operational service, providing bus service information and general county information, and collecting appropriate fares. Work is performed under the continuing supervision of the Transit Administrator and is monitored and reviewed through observation and through passenger response.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Drives a passenger bus on scheduled route; collects fares and passes. Assists in preparing schedule.

Operates wheelchair lift and assists elderly and handicapped passengers on and off the vehicle.

Provides information to passengers including bus schedules and routes; assists passengers in determining how to get to desired destination.

Ensures passenger safety by enforcing rules of conduct and operation; checks bus for lost items and reports same.

Performs visual inspection and operational safety check of assigned vehicle; keeps alert for mechanical or other equipment problems requiring attention; reports repair needs; reports traffic hazards, accidents, and other conditions requiring attention.

Completes daily report forms which record mileage, passengers, mechanical defects, and necessary supplies.

Assists in providing clerical support for the Transit Office to include: office coverage, answering the telephone, filing, and mailing schedules and applications.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

**ADDITIONAL EXAMPLES OF WORK PERFORMED:**

Delivers fare box to Treasurer's Office as required.

Makes provision for routine daily maintenance on vehicles and cleans interior and exterior of bus.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Drives bus with automatic transmission on assigned route. Requires sitting and driving bus for shifts of up to 7.5 hours.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge of the operation and maintenance requirements of passenger buses or similar automotive equipment

Considerable knowledge of the traffic laws and regulations applicable to equipment operation.

Considerable knowledge of the hazards of equipment operation and of appropriate safety precautions.

Some knowledge of the geography of the County.

Ability to operate assigned equipment in a safe manner and to adhere to time schedules.

Ability to deal with the public in a courteous and tactful manner.

Ability to follow oral and written instructions.

Ability to establish and maintain effective working relationships with others.

Skill in the operation of assigned equipment.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent, and one year of experience in operating a passenger bus; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

**NECESSARY SPECIAL QUALIFICATIONS:**

Must possess, or be able to obtain within 30 days of employment, a valid Virginia Class B Commercial Drivers' license. Must have an acceptable driving record based upon James City County's criteria.